<p style="text-align:center">**DRAFT**
MANHATTAN COLLEGE
Educational Affairs Committee Meeting
Tuesday – October 1, 2019</p>

Present:

Voting Members: William Clyde, Keith Brower, Donald Gibson, Nuwan Jayawickreme, Richard Gustavson, Poonam Arora, Sr. MaryAnn Jacobs, Evangelia Ieronymaki, Rani Roy, Mehdi Omidvar, Nadia Itani, Kimberly Heller, Luis Garcia

Ex Officio Members: Carlos Tonche, Jeff Cherubini, William Walters

Guests: Lydia Gray

Absent:

Voting Members: Cheryl Harrison

Ex Officio Members: Jake Holmquist

Meeting was called to order at 3:35pm by Provost William Clyde.

1. **Approval of Agenda**
   - *Motion:* To approve the agenda for the October 1, 2019 meeting.
   - *Discussion:* Sr. MaryAnn Jacobs suggests adding an agenda item to discuss how agenda items can be added to the official EAC agenda.
   - *Vote:* Motion carried.
   - *Resolution:* The meeting agenda for the October 1, 2019 meeting was approved.

2. **Approval of Meeting Minutes from September 3, 2019**
   - *Motion:* To approve the meeting minutes from the September 3, 2019 meeting.
   - *Discussion:* Carlos Tonche requests that the existing phrase "Graduate Counsel" instead be referred to with the proper spelling of "Graduate Council."
   - *Vote:* Motion carried.
   - *Resolution:* The meeting minutes for the September 3, 2019 meeting were approved with the appropriate edits made.

3. **Report of the College-Wide Curriculum Committee (CCC)**
   Chair of CCC Jeff Cherubini reports:
   - The CCC last met on September 17th and Kelly Marin was in attendance to provide an update on the CWCC assessment process.
   - For new and returning members, the committee reviewed bylaws, submission protocols, and review processes. The committee has no new proposals to review.
   - The committee would like to remind Deans from each school to submit their Curriculum Committee minutes to the CCC, regardless if the curriculum changes require CCC approval. For schools without curriculum committees, Deans/chairs will need to send in minutes or notes with updates on any curriculum changes.
   - The next CCC meeting will be held on Tuesday, October 15th. All new proposals must be submitted by the Thursday prior, on October 10th.

4. **Report of the College Technology Committee (CTC)**
   - There is currently no report from the CTC.

5. **Report of the College Library Committee (CLC)**
   Executive Director of the Library William Walters reports:
   - Oleg Goushcha was elected as chair of the CLC.

- The serials review process is almost complete, providing a more cost-effective subscription plan, so this year's 7% cut in the Library budget will not cause severe disruptions in the long run to the periodicals collection. The result of the periodical review process should be available by the end of the Fall semester. When this process is complete, there may be extra funds allowing the Library to subscribe to the Web of Science or Scopus database.
- To save costs associated with the lease of Kanopy (an online video processor), users will now have to fill out a request form, which will then be approved by the Library. The main objective is to avoid users "browsing" videos incurring substantial cost in the process.

6. **Report of the Graduate Council**
   Provost William Clyde reports:
   - The Graduate Council is searching for a new Graduate Director, as the former Director had left in early September.
   - In 2014, the Graduate Council put together a spreadsheet of graduate programs to be developed in various schools. The period for that process will be coming to and end at the end of 2019, so the Deans are currently working with graduate directors to update that list/create a new one to be reviewed and researched within the 2020-2025 period.
   - This list will be further discussed at the next meeting on October 2nd and later presented to the Academic Affairs Committee of the Board of Trustees on October 10th.
   - The Council reviewed enrollment and how the results compared to projections. Graduate enrollment was looking positive, and overall results of performance were better than expected.
   - Provost William Clyde will share at the next meeting the status of the list of developing programs.

7. **Old Business**
   a. **Academic Integrity Policy Infographic**
      Provost William Clyde reports:
      - Nadia Itani had created an info-graphic detailing the sanctions of the newly revised Academic Integrity Policy. She requests that the EAC review and provide feedback prior to distribution.
      - Carlos Tonche suggests clarifying the language at the bottom of the graphic and recommends that it be phrased as follows: "Note that any combination of violation points are cumulative with correspondingly increasing penalties."
      - Sr. MaryAnn Jacobs points out that the graphic does not detail the new policy itself as the title advertises, and suggests changing the title of the graphic as well as attaching more information or a contact/URL to the back of the graphic for further clarity of the policy.
      - Nadia Itani will reach out to Lydia Gray in order to discuss proper formatting/stylistic details required by the Marketing and Communication department in order to advertise the graphic.
      - Sr. MaryAnn Jacobs and Provost William Clyde will revise the language of the graphic prior to distribution.

8. **New Business**
   a. **Classroom Availability and Study Space Access During Finals**
      - Nadia Itani requests that we begin the process of classroom reservation for the Fall semester finals week. This is especially important considering the limitations placed on dorm hall study spaces because of the new access control policy. Carlos Tonche notes that rooms can be approved when a full list of requested rooms are provided.
      - Provost William Clyde suggests that Leo and RLC be open to students during finals week, as there are certain softwares only available on computers in those buildings.
      - Nadia Itani requests that we search for a way to reserve multiple rooms at a time rather than reserving individual rooms for each day leading up to and including the week of final exams.

- Richard Gustavson raises a concern as to when the construction in Leo will be completed because even if the building is to be open to students as a study space, the noise from the construction will still be disruptive.
- Nadia Itani will reach out to Carlos Tonche and Jake Holmquist to inquire about creating a systematic process to reserve multiple rooms at a time.
- Nadia Itani will coordinate with Provost William Clyde, Carlos Tonche, Peter DiCaro, and Dr. Satterlee to ensure that late night access to buildings will be provided and communicated to Public Safety and Maintenance staff members.
- We will also inquire about the Leo construction schedule and work to ensure that construction noise is minimized and at acceptable levels during finals

b. **How Agenda Items Get Added**
   - Provost William Clyde reports that someone within the EAC or a guest of some sort can request that a certain topic be discussed. Agenda items can also be added if someone is to send an email requesting a new agenda item.
   - Members of EAC must report to their appropriate departments and bring back concerns to the EAC board so that these concerns can be added to the agenda if necessary.
   - Members of EAC were asked to review the responsibilities of the EAC as laid out in the Bylaws so they are aware of topics that can and should be brought to EAC:
       - Standards for academic standing and graduation
       - Policies on off-campus courses including Study Abroad courses
       - Guidelines for intersession and summer session courses including Study Abroad courses
       - The college-wide grading system
       - Attendance policies
       - Academic integrity
       - Requirements for college-wide honor societies and Deans' Lists
       - The processes of course and teacher evaluations
       - The establishment, consolidation, and elimination of schools and departments

       The EAC:

       1. May initiate actions on college-wide or inter-school academic matters.
       2. Will receive reports from the curriculum committees of the schools, the Academic Programs Review Committee, the College Curriculum Committee, the College Library Committee, the College Technology Committee, and the Graduate Council.
       3. May refer matters of concern to school and departmental committees, the College Curriculum Committee, and/or other committees and commissions, and the Council for Faculty Affairs.

c. **Commencement 2020**
   Provost William Clyde presents a slide show based on Commencement research and reports:
   - The Class of 2019, with a larger class size of roughly 900 students, graduated in Draddy Gymnasium. Each student was provided with 4 tickets. Based on survey results, 75% of graduates were satisfied with their Commencement experience.
   - Off-campus venues have been discussed and considered, but no options are possible at this time, so Commencement 2020 is projected to take place in Draddy again. However, this leaves room for discussion considering the location of future Commencement locations.

- Rani Roy suggests sending out an email to the class of 2020 to get an idea of what the ideal number of tickets would be.
- Sr. MaryAnn Jacobs clarifies that graduation costs for students are expected to be $400 per student and emphasizes that it is important that the number of tickets is formally announced to students in a timely manner so that travel arrangements can be made for students whose guests are coming from far away.
- Lydia Gray informs the EAC that it is being worked on to get a formal head count of attendees of this year's Commencement. Lydia Gray also suggests that we find a way to collect tickets that students are not planning on using in order to redistribute to those who may need extra tickets.
- Evangelia Ieronymaki points out that students may have been selling tickets to each other last year. To avoid that, we may want to consider the collection of excess tickets to provide to students who need more than the 4 provided.
- Provost William Clyde to share the Commencement 2020 slideshow so that it can be discussed within the Student Government executive board.

d. Sr. MaryAnn Jacobs presents new agenda item: Independent Study at Manhattan College
  - Sr. MaryAnn Jacobs points out that there is no formal policy regarding independent studies at Manhattan College, and if there is an official policy, that it is not easily accessible to administrators or faculty members.
  - Rani Roy explains that some students participate in independent research projects in lieu of legitimate classes that are offered on campus in the case that the desired class is not offered during the semester that the student wants to take it, or if the existing class does not fit the student's class schedule.
  - Sr. MaryAnn Jacobs clarifies that although independent studies may be offered, there is no formal written list of requirements to be met by a student pursuing an independent study. This information may include the number of hours required per week, expectations of the course, required learning outcomes, the grading policy, or reserving classrooms for the independent study.
  - Rani Roy explains that there are concrete expectations and requirements in terms of students doing internships for credit during the semester, but nothing specific to students pursuing an independent study on campus.
  - Poonam Arora mentions that it should be considered that there be a separation between students taking an independent study in lieu of an existing course and those taking an independent study for something that isn't otherwise offered as a course at the College.
  - Provost William Clyde will look for a written document detailing the expectations associated with an independent study.
  - Sr. MaryAnn Jacobs will write up a list of requests and questions regarding the topic to be discussed at the next EAC meeting.

The next meeting is scheduled for November 5, 2019 at 3:30 pm.

Meeting adjourned at 4:53pm.

Submitted by Nadia Itani